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ECONOMIC COMMISSION FOR AFRICA

Ad-hoc Inter-agency cum Expert Group Meeting  
on Making ACMAD Operational

Niamey, Niger, 16-20 November 1987

LC/NAIROBI

PLANS FOR THE INAUGURAL MEETING OF ACMAD BOARD OF GOVERNERS  
POINTS FOR DISCUSSION

## PLANS FOR THE INAUGURAL MEETING

1. The ECA Conference of Ministers' resolution 621(XXII) of April 1987 on the African Centre of Meteorological Applications for Development (ACMAD) adopted, among other things, the constitution of the Centre. Article 4 of that constitution outlines the organs of the Centre, namely, "the Board of Governors, the General Directorate and such other technical, scientific, financial and administrative bodies as may be necessary for the efficient discharge of its functions".
2. It is proposed to hold the inaugural meeting of the Board of Governors of ACMAD at the headquarters of the Centre in Niamey, the Republic of Niger from 22 to 24 February 1988. All the collaborating agencies are hereby requested to continue to assist in the preparations for this meeting as might be necessary and the secretariats of ECA and WHO will continue to co-ordinate these preparations.
3. The following draft annotated agenda is proposed:
  - a) Opening of the meeting (agenda item 1)
4. The Chairman shall open the meeting.
  - b) Election of officers (agenda item 2)
5. A Vice-Chairman and a rapporteur shall be elected from the members of the Board.
  - c) Adoption of agenda and programme of work (agenda item 3)
6. The Chairman shall present the provisional agenda for comments before adoption, after which he shall propose the programme of work based on that agenda for approval by the meeting.
  - d) Rules of procedure (agenda item 4)
7. Draft Rules of Procedure for subsequent meetings shall be presented by the Chairman for discussion and adoption by the meeting. These Rules of Procedure will prescribe the conduct of Board members regarding the discharge of their functions during their tenure of office.
  - e) General principles and policies governing the operations of the Centre (agenda item 5)
8. The discussions on this agenda item shall be guided by the report of the interagency meeting of 16-20 November 1987 and shall deal with the following matters:
  - i) Work programme and budget of the Centre;
  - ii) Appointment of the Director-General of the Centre and approval of advertisement, job descriptions and closing dates for applications as well as probable dates of interviews;

- iii) Staff, Administrative and Financial Rules and Regulations for the appointment of professional and other staff for the Centre;
- iv) Proposed structure and functions for the Centre;
- v) Conditions for admission of persons to undergo training at the Centre;
- vi) Possible committees of the Centre;
- vii) Formula for financial contributions by member States to ACMAD budget;
- viii) Donor's meeting.

f) Periodicity of meetings (agenda item 6)

9. The number and periodicity of regular meetings shall be determined. It is suggested that this be done bearing in mind that the Joint Intergovernmental Regional Committee on Human Settlements and Environment to which the report of the Board shall be submitted for discussion, meets once every two years.

g) Adoption of report (agenda item 7)

10. The rapporteur shall present the report of the meeting for adoption. It is this report with its recommendations that shall be presented to the next Joint Intergovernmental Committee on Human Settlements and Environment.

h) Closure of meeting (agenda item 8)

The Chairman shall close the meeting.

11. The following programme of work is proposed:

Day 1 : 22 February 1988

|                    |               |   |                     |
|--------------------|---------------|---|---------------------|
| Morning session:   | 09:00 - 13:30 | - | Agenda items 1-3    |
| Afternoon session: | 16:30 - 19:00 | - | Agenda items 4-5(i) |

Day 2 : 23 February 1988

|                    |               |   |                            |
|--------------------|---------------|---|----------------------------|
| Morning session:   | 09:00 - 13.30 | - | Agenda items 5(i) - 5(iii) |
| Afternoon session: | 16:30 - 19:00 | - | Agenda items 5(iv) - 5(vi) |

Day 3: 24 February 1988

Morning session: 09:00 - 13:30 - Agenda items 5(vi) - 5(vii)

Afternoon session: 16:30 - 19:00 - Agenda items 6-7

12. These are the ideas that are being put to this inter-agency meeting for discussion and finalization.